

SECRET
Classification

DDS/OL/SD-5

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120049-1

REPORTS INVENTORY

XXXXXXXXXXXX
XXXXXXXXXXXX See Above

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Destruction		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form, computer print-out, etc.) Form	8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS/SSS/RAB	
10. PREPARING COMPONENT (include lowest level contributing information to report) Office of the Chief, <input type="checkbox"/>		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 4	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-6	3.97	1/2		1.98	12		23.76
GS-15	12.10	1/4		3.02	12		36.24

9 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$60.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To comply with Agency programs to report destruction of record material

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			STAT
16. DATE OF INVENTORY 28 September 1970	17. <input type="checkbox"/> INFORMATION	18. EXTENSION <input type="checkbox"/>	

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120049-1

Classification

FORM 9-70 142

(22-36-43)